

Retention and Classification Report

Agency: Utah Valley Dispatch Special Service District (Utah County)
(3526)
3075 North Main
Spanish Fork, UT 84660
801-851-4131

Records Officer Brenda Argyle

27586 Computer aided dispatch system files
27585 Dispatch recordings

AGENCY: Utah Valley Dispatch Special Service District (Utah County)

SERIES: 27586

3

TITLE: Computer aided dispatch system files

DATES: 2009- Current

ARRANGEMENT: Chronological by date and time, thereunder by name, and then by case number

DESCRIPTION:

This is a daily log maintained on all dispatch activity. It is used for budget and planning purposes and to document activities of the dispatch office. It includes incident type, including the date, type of request, location, name of employee receiving the request, service that was dispatched, wreckers, and impounds, names of callers, address, condition of patient, status of incident etc.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 14.

AUTHORIZED: 12/13/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

Administrative Fiscal Legal

AGENCY: Utah Valley Dispatch Special Service District (Utah County)

SERIES: 27585

3

TITLE: Dispatch recordings

DATES: 2009-

ARRANGEMENT: By Date and Time recordings started and ended

DESCRIPTION:

These are digital recordings of incoming and outgoing telephone or radio calls made from and to the dispatch office. The recordings document the actions of dispatch personnel and public safety responders. Recordings are stored digitally with redundant backup for safety and security. Digital recordings are automatically deleted after one year unless the recordings contain information requested by attorneys, user agencies or internal determinations. Retention on these recordings will be locked and the recordings will not be deleted until the need for retention has passed. These recordings may contain information pertaining to patient conditions, situational conditions of public safety officials, response times by public safety officials, actions taken by public safety officials, general public names, dates of birth, address, phone numbers, etc. These recordings are maintained on the Equature recording system located at the Utah Valley Dispatch Center.

RETENTION:

Retain 30 days

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 15.

AUTHORIZED: 12/13/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Compact disc: For records beginning in 2009 through 2012. Retain

AGENCY: Utah Valley Dispatch Special Service District (Utah County)

SERIES: 27585

TITLE: Dispatch recordings

(continued)

in Office for 30 days and then destroy.

Sound recordings: For records beginning in 2013 and continuing to the present. Retain in Office for 30 days and then erase.

APPRAISAL:

Administrative Fiscal Legal

PRIMARY CLASSIFICATION:

Protected 63G-2-305

SECONDARY CLASSIFICATION(S):

Public